

Where the event is being attended (either virtually from or physically)

Transaction type	Within WA		Outside WA	
	Taxes collected	No taxes collected	Taxes collected	No taxes collected
<b>Procard</b>	<ul style="list-style-type: none"> <li>Use SC1046</li> <li>Sales Tax Collected box checked</li> </ul>	<ul style="list-style-type: none"> <li>Use SC1046</li> <li>Sales Tax Collected box blank</li> <li>Add Use Tax</li> </ul>	<ul style="list-style-type: none"> <li>Use SC1046</li> <li>Sales Tax Collected box checked</li> </ul>	<ul style="list-style-type: none"> <li>Use SC1046</li> <li>Sales Tax Collected box blank</li> <li>Make memo line note that it's non-taxable as it's not attended in WA</li> <li>Leave tax fields blank (both Default Tax Option and Default Tax Code) *</li> </ul>
<b>ER: Non-Travel</b>	<ul style="list-style-type: none"> <li>Use Expense Item "Training and Conference Fees"</li> </ul>	<ul style="list-style-type: none"> <li>Use Expense Item "Training and Conference Fees"</li> <li>Add Use Tax</li> </ul>	<ul style="list-style-type: none"> <li>Use Expense Item "Training and Conference Fees"</li> </ul>	<ul style="list-style-type: none"> <li>Use Expense Item "Training and Conference Fees"</li> <li>Make memo line note that it's non-taxable as it's not attended in WA</li> </ul>
<b>ER: Travel</b>	<ul style="list-style-type: none"> <li>Use Expense Item "Registration/Conf. Fees - Washington State"</li> </ul>	<ul style="list-style-type: none"> <li>Use Expense Item "Registration/Conf. Fees - Washington State"</li> <li>Add Use Tax</li> </ul>	<ul style="list-style-type: none"> <li>Use Expense Item "Registration/Conf. Fees"</li> </ul>	<ul style="list-style-type: none"> <li>Use Expense Item "Registration/Conf. Fees"</li> <li>Make memo line note that it's non-taxable as it's not attended in WA</li> </ul>
<b>MP: Reimbursement</b>	<ul style="list-style-type: none"> <li>Use SC1046</li> </ul>	<ul style="list-style-type: none"> <li>Use SC1046</li> <li>ESE will submit the Use Tax manually and leave note with REF#</li> </ul>	<ul style="list-style-type: none"> <li>Use SC1046</li> </ul>	<ul style="list-style-type: none"> <li>Use SC1046</li> <li>Make memo line note that it's non-taxable as it's not attended in WA</li> </ul>
<b>MP: Non-Employee Travel</b>	<ul style="list-style-type: none"> <li>Add a separate line for registration from other travel expenses</li> <li>For registration use SC1046</li> <li>For other travel expenses use SC2566 or SC2567 as applicable</li> </ul>	<ul style="list-style-type: none"> <li>Add a separate line for registration from other travel expenses</li> <li>For registration use SC1046</li> <li>ESE will submit the Use Tax manually and leave note with REF#</li> <li>For other travel expenses use SC2566 or SC2567 as applicable</li> </ul>	<ul style="list-style-type: none"> <li>Add a separate line for registration from other travel expenses</li> <li>For registration use SC1046</li> <li>For other travel expenses use SC2566 or SC2567 as applicable</li> </ul>	<ul style="list-style-type: none"> <li>Add a separate line for registration from other travel expenses</li> <li>For registration use SC1046</li> <li>Make memo line note that it's non-taxable as it's not attended in WA</li> <li>For other travel expenses use SC2566 or SC2567 as applicable</li> </ul>

\*This will produce a "Page Alert: FIN\_P2P\_Sales Tax Collected Y/N?". This Alert occurs if the Sales Tax Collected box is not checked AND the Default Tax Option is left empty (which should be the case ONLY on purchases that are tax exempt). You can still submit the verification with an "Alert".

Please see the following resources for instructions on how to add Use Tax by transaction type:

- Procard - [ESE Supplemental ProCard Guide \(page 4\)](#)
- ER - [How to Create Travel and Non-Travel Spend Authorizations and Expense Reports Job Aid \(page 26\)](#)
- MP - ESE will submit the Use Tax manually via a UW Connect Finance form at the compliance review stage and leave a comment with the REF#

Reference/Source: [UW Travel Services: Conference Expenses](#)